



RFP #27-201

July 31, 2026

Janitorial Services for Eisenhower and Facilities and Maintenance Buildings

For

Augusta-Richmond County (herein "Augusta")
On behalf of the Utilities Department

RFP Due: Thursday, September 3, 2026 @ 11:00 a.m.

**One Original and One Electronic Version of RFP
on a USB Drive shall be submitted**

**Andy Penick
Procurement Director
535 Telfair Street, Suite 605
Augusta, Georgia 30901**

Request for Proposal

Sealed proposal will be received at this office until **Thursday, September 3, 2026 @ 11:00 a.m.** RFP openings are open to the public in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901 and via Teams: Meeting ID: 211 500 770 820 745; Passcode: RM9ia6nL for furnishing:

RFP #27-201 Janitorial Services for Fort Eisenhower and Facilities and Maintenance for Augusta-Richmond County (herein "Augusta"), Utilities Department

No proposals will be accepted by email. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No proposals may be withdrawn for a period of ninety (90) days after proposals have been opened, pending the execution of contract with the successful vendor.

RFP documents, and all Addenda, may be viewed on the Augusta, Georgia website under the Procurement Department ARCBid menu (<https://www.augustaga.gov/681/ARCBid>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry website located at (<https://ssl.doas.state.ga.us/gpr/index>). Bidders must mark the RFP number on the outside of the submittal envelope. Addenda will also be posted on the above listed website.

Mandatory pre-qualification/proposal conference will be held on **Monday, August 17, 2026 @ 11:00 a.m.** in the Procurement Department located at 535 Telfair Street, Suite 605; Augusta, GA 30901 and virtually via Teams; Meeting ID: 219 260 580 517 165; Passcode: 8CP7XJ2c and a mandatory site visit for the various facilities locations.

All request for clarifications or interpretations must for this proposal must be submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of business **Thursday, August 20, 2026 @ 5:00 P.M.**

Questions, request for clarifications or interpretations regarding this proposal must be submitted to the Procurement Department:

Augusta Procurement Department
Attn: Ms. Tywana Scott
535 Telfair Street - Room 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

Bidders are cautioned that acquisition of the proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

No proposals will be accepted by email; all proposal must be received by mail or hand delivered.

Publish:

Augusta Chronicle July 30th, and August 6th, 13th

PROCUREMENT DEPARTMENT

ELECTRONIC TEAMS INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFP Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFP INSTRUCTIONS

RFP # 27-201 Pre-Qualification Conference

Janitorial Services for Fort Eisenhower and Facilities and
Maintenance for
Augusta-Richmond County - Utilities Department

Monday, August 17, 2026 @ 11:00 a.m.

TEAMS RFP Pre-Qualification Conference:

1. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter meeting ID: 219 260 580 517 165
2. Passcode: 8CP7XJ2c

RFP # 27-201 Opening

Janitorial Services for Fort Eisenhower and Facilities and
Maintenance for
Augusta-Richmond County - Utilities Department

Bid openings are open to the public in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901

Thursday, September 3, 2026 @ 11:00 a.m.

TEAMS RFP Opening:

3. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter meeting ID: 211 500 770 820 745
4. Passcode: RM9ia6nL

For Assistance: Please Contact the Issuing Officer at (706) 821-2422

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

- 1.1 Purpose: The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 Viewing the Augusta Code: All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at **www.augustaga.gov** or **<http://www.augustaga.gov/index.aspx?NID=685>** **Guidelines & Procedures**.
- 1.3 Compliance with laws: The Bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Bidder and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Bidder and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 Bids For All Or Part: Unless otherwise specified, County reserves The Right To make an award(s) for all Items, or categories, or specific line items, to one or more bidders. Bidder may restrict their bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 All protests shall be made in writing to:

Attn: Andy Penick,
Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901
Email:procbidandcontract@augustaga.gov
- 1.6 Augusta, Georgia License Requirement: For further information contact the License and Inspection Department at 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.7 Terms of Contract: (Check where applicable)
[] (A) Annual Contract
[] (B) One time Purchase
[X] (C) Other



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Exhibit A is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Bidder/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Exhibit A Must be Notarized & Two (2) Pages Must be returned with your submittal.

Business License Requirement: Bidder must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta-Richmond County business license if awarded a contract. For further information contact the License and Inspection Department at 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Exhibit A.

E-Verify * User Identification Number (Company I.D.): Vendor must provide the E-Verify affidavit with their bid.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (Systematic Alien Verification for Entitlements Program) (Must Be Returned With Your Submittal)

The successful vendor will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. E-Verify MOU (Memorandum of Understanding)



Exhibit A

Augusta, Georgia Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Where/How did you hear about this solicitation? _____

Attach a copy of your Business License, W-9, and your General Contractor License.

If applicable, provide a copy of the following:

Utility Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE

Acknowledgement of Addenda: (#1) ____: (#2) ____: (#3) ____: (#4) ____: (#5) ____: (#6) ____: (#7) ____: (#8) ____:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company; That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

1. By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and

2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have arrived independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

Georgia E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the State of Georgia website:

<https://www.e-verify.gov/employers/enrolling-in-e-verify>

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

**** (E-Verify Number)** _____

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent
NOTARY COMMISSIONING

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this _____ **day of** _____, 20____

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Exhibit A, and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. *In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.* You Must Complete and Return the two (2) pages of Exhibit A with Your Submittal. Document Must Be Notarized.



Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

[RFP Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

- 1.) _____ I am a citizen of the United States.
- 2.) _____ I am a legal permanent resident 18 years of age or older.
- 3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

***Alien Registration Number for Non-Citizens**

NOTARY ACKNOWLEDGEMENT

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH YOUR SUBMITTAL



TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*]."

O.C.G.A. § 10-1-761(4) defines "Trade secret" as "...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory's Title] [Company Name]

Date: _____

[Signatory's Title]

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

RETURN FORM ONLY IF APPLICABLE.

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

The following shall apply to All Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

Minority and Women Owned Business Enterprise Program (Continued)

Sec. 1-10-138. Race and Gender-Conscious Efforts

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder **will not** meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

Sec. 1-10-154.Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program

535 Telfair Street, Suite 530

Augusta, Georgia 30901

(706) 821-2406, mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

SECTION I INSTRUCTION TO PROPOSERS

Augusta GA invites qualified vendors to submit a proposal to provide Janitorial services for **Fort Eisenhower and the Facilities and Maintenance Offices Building for the Augusta Utilities Department**. Your submittal should respond to, and be based on, the information included in this Request for Proposal.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Thursday, September 3, 2026 @ 11:00 a.m.** The RFP must be submitted in a sealed package and labeled with firm's name and the name of the project - RFP Item #27-201 Janitorial Services for Fort Eisenhower and Facilities and Maintenance for Recreation and Parks Department. You are required to submit one (1) marked unbound original, one (1) electronic copy of your RFP.

RFP opening will be held publicly and via TEAMS - Meeting ID: 211 500 770 820 745; Passcode: RM9ia6nL.

No RFP will be accepted by email; all bids must be received by mail or hand delivered. If RFP is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an envelope addressed to:

Andy Penick, Procurement Director
Augusta Procurement Department
535 Telfair Street - Suite 605
Augusta, Georgia 30901

All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

All vendors responding are cautioned to read this RFP carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFP. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Mandatory pre-qualification/proposal conference will be held on **Monday, August 17, 2026 @ 11:00 a.m.** in the Procurement Department located at 535 Telfair Street, Suite 605; Augusta, GA 30901 and virtually via Teams; Meeting ID: 219 260 580 517 165; Passcode: 8CP7XJ2c.

A mandatory site visit will be held on **Tuesday, August 18, 2026** at the following locations:

1. Construction and Maintenance and •Construction and Maintenance (Locate Building and Warehouse offices- to include restrooms)
1840 Wylds Rd. / Augusta, GA 30909
Point of Contact: Susan Pague (706) 842-3062
Mandatory Site Visit will be held on **Tuesday, August 18, 2026 @ 9:00 a.m.**
2. Facilities and Maintenance (Common Areas Only)
2869 Central Avenue, / Augusta 30909
Point of Contact Steve Orton (706)826-4785
Mandatory Site Visit will be held on **Tuesday, August 18, 2026 @ 11:00 a.m.**

3. Ft. Eisenhower Offices and Ft. Eisenhower Water Plant
Building 200 Dorsey Dr. / Augusta, GA 30905
Point of Contact Coshendra Jackson (706) 828 7150
Mandatory Site Visit will be held on **Tuesday, August 18, 2026 @ 2:00 p.m.**
*Ft. Eisenhower services will require the vendor to adhere to additional security policies and procedures as presented by Ft. Eisenhower.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by **Thursday, August 20, 2026 @ 5:00 P.M.** Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Augusta will respond to any Proposer's questions received in compliance with the above schedule. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted by addendum and emailed to Proposers. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed. For a proposal to be considered it must remain valid for at least 90 days after RFPs have been opened, pending the execution of contract with the successful vendor.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFP and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose proposal shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in the Owner's best interest if a contract were made.

Additionally, appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this RFP. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the execution of a contract and approval by the Board of Commissioners. Costs incurred in responding to the request for qualifications are the Proposer's alone and the Owner does not accept liability for any such costs.

Services must be provided by experienced personnel. Any subconsultants/contractors the proponent will be using to perform any part of the requested service shall be evaluated on the same criteria.

It is the responsibility of the Proposers to examine the entire RFP, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final. The Owner reserves the right to ask for additional information from all parties that have submitted qualifications.

No proposal may be withdrawn for a period of ninety (90) days after proposal have been opened, pending the execution of contract with the successful bidder. Selection shall not be based solely

upon the fee proposal; however, the fee and maximum overhead proposals shall be a factor in the final selection. The Owner reserves the right, in its sole discretion, to reject any or all proposals, re-solicit proposals (including a change in the method of project delivery), or terminate the project.

The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Proposer, for disposition or usage by the Owner at its discretion. The details of the proposal documents will remain confidential until final award. See Trade Secret Affidavit (Page 9).

SECTION II INTRODUCTION

Janitorial Services – Utilities Department

The Utilities Department is currently requesting professional services to perform janitorial services for the following locations to begin on January 1, 2027. The services will be for the office buildings locations as follows with estimated square footage to be serviced. Award will be made per location:

1. Construction and Maintenance (Offices)
1840 Wylde Rd.
Augusta, GA 30909
3,000 sq. ft.
5 DAYS A WEEK – (Monday-Friday) Work to begin after 5pm
2. Construction and Maintenance (Locate Building and Warehouse offices- to include restrooms)
1840 Wylde Rd.
Augusta, GA 30909
1,300 sq. feet
5 DAYS A WEEK –(Monday-Friday) Work to begin after 5pm
3. Facilities and Maintenance (Common Areas Only)
2869 Central Avenue,
Augusta 30909
3,742 sq. ft.
2 DAYS PER WEEK ONLY – (Tuesday and Thursday) Work to be performed between 1-5 P.M.
4. *Ft. Eisenhower Offices
Building 200 Dorsey Dr.
Augusta, GA 30905
3,800 sq. ft.
5 DAYS A WEEK – (Monday – Friday) Work to begin after 5 pm
5. *Ft. Eisenhower Water Plant
Dorsey Dr.
Augusta, GA 30905
1,000 sq. ft.
2 DAYS PER WEEK – (Monday – Friday) Work to begin after 5 pm

**Ft. Eisenhower services will require the vendor to adhere to additional security policies and procedures as presented by Ft. Eisenhower.*

The terms of the contract will be for one (1) year with an option to extend for four (4) additional one (1) year terms upon mutual consent of both parties with all terms and conditions remaining the same. The contract will be awarded as a lump sum total per location to include all expenses included in the specifications. Vendors may submit proposal on individual locations or multiple locations. Vendors may be awarded more than one location.

All facilities locations have been cleaned on a regular basis and no initial cleaning will be required or allowed at an additional cost.

SECTION III PROGRAM SUMMARY

Project Approach-Quality performance and responsiveness to project requirement addressed

The Augusta Utilities Department expects the Facilities specified herein to be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial service. The minimum services will be as follows:

- The successful Contractor shall be required to provide the minimum Janitorial Services outlined in the Janitorial Services Required Schedule which shall be subject to review.
- The successful Contractor shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute this Contract. This includes but is not limited to scrubbing machines, buffers, vacuum cleaners, carpet cleaners, dust mops, microfiber tube mops (for epoxy floors), brooms, rags and brushes. The RFP should include an outline of the type of equipment which the Contractor intends to use so as to indicate if Contractor has sufficient equipment and supplies for each of the individuals who will be executing the Agreement. The Contractor must utilize cleaning equipment that meets with the approval of the Utilities Department.
- The Contractor agrees to supply all janitorial materials necessary to perform the janitorial services. This includes but is not limited to floor finish, cleaning agents, and scented urinal flat screens. The Contractor's Proposal should also include a description of the various types of supplies that will be used in executing the Agreement, with the Utilities Department having final approval of materials. A storage closet shall be provided to the contractor for storage of the contractor owned vacuum cleaners, brooms, mops and other cleaning materials at each facility.
- Augusta Utilities Department will supply trash liners, all paper products and hand soaps. All supplies provided by Augusta Utilities Department will be kept in storage on-site. The Contractor will be responsible for providing each department with a monthly order/inventory, so supplies are kept in-stock.
- Contractor's RFP should propose a plan of the minimum services, and services to be performed which are in addition to the minimum services, as reflected in Section IV - Janitorial Services Required Schedule. The plan should include the number of personnel, which will be used to execute the janitorial service, the time each day when personnel will report to perform the Janitorial Services, and the estimated time it will take to complete the janitorial service on a daily and weekly basis.
- The Contractor's plan should indicate there are sufficient personnel and equipment in order to execute the minimum requirements as set out in Janitorial Services Required Schedule.
- Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner.
- Contractor shall maintain documentation that all employees are insured within the contractor's organization for liability to self and/or for damages to property.

SECTION IV

JANITORIAL SERVICES REQUIRED SCHEDULE

The successful Contractor shall be required to provide the following minimum Janitorial Services. Vendor is to include sufficient personnel and equipment in order to execute the following requirement. Firm details provided, include sufficient personnel and equipment in order to execute the minimum requirement

Daily:

- Empty and remove all trash in all offices/rooms and replace wastebasket liners; trash is then to be taken to Courtesy Drop-off trash container.
- Empty and remove all recycling in all offices/rooms; recycling is then to be taken to Courtesy Drop-off recycling container.
- Dust all counters, desks, workstations (cubicles) **only** when free of all work materials
- Dust all ceiling vents, chairs, TVs, and other office furniture.
- Dust lobby furniture.
- Vacuum all carpeted areas, dust all windowsills, ledges, and other horizontal surfaces.
- Sweep and mop all tile areas.
- Sweep, mop (with microfiber tube mop), and rinse all spray-on floor areas.
- Sweep and mop interior stairwell; spot clean stairwell handrails and walls; sweep exterior stairwell.
- Clean all doorknobs with disinfectant solution.
- Spot clean doors, doorknobs, doorframes, and light switches.
- Clean all drinking fountains with disinfectant cleaner.
- Clean cubicle glass partitions.
- Clean all doormats.
- Clean all lobby glass (entry doors, partitions, reception windows, etc.).

Restrooms:

- The interior and exterior of toilet bowls and sinks shall be washed thoroughly with a commercial disinfectant including the rim leaving no discoloration, rust encrustations or water rings. Any hard water stains will be removed.
- Sanitary product receptacle will be emptied and disposed of with the trash.
- Paper towel, toilet paper, and soap dispensers will be checked daily to ensure they are at full capacity. Refills will be made using supplies provided by Augusta Utilities Department.
- Mirrors will be cleaned and polished.
- Doors, doorknobs, doorframes, walls, and light switches will be spot cleaned.
- Floors will be swept then mopped with a disinfectant detergent.
- Counters, cabinet fronts, and partitions will be sprayed down with a disinfectant cleaner, and then wiped clean.
- Sinks will be cleaned and disinfected, then dried and polished to a shine.

Break Room/Kitchen:

- Sweep and mop the floor with a disinfectant detergent.
- Tables, chairs, counters, cabinet fronts and sink will be cleaned with a disinfectant cleaner. (Any paper left on the tables is to be thrown away).
- Faces of appliances and vending machines will be cleaned with a disinfectant cleaner.
- Microwave will be cleaned inside and out with a disinfectant cleaner.
- Clean coffee machine.
- Dust TV.
- Doors, doorknobs, doorframes, walls and light switches will be spot cleaned.

Conference Room - One (1) day per week:

- Dust tables, chairs, and all horizontal surfaces.
- Clean counters, cabinet and appliance fronts, and sinks with disinfectant cleaner.
- Doors, doorknobs, doorframes, walls and light switches will be spot cleaned.
- Clean coffee machine.
- Dust TVs.

Shop Area, if applicable:

- Face of icemaker will be cleaned with a disinfectant cleaner.
- Drinking fountain will be cleaned with a disinfectant cleaner.
- Sink/Hand washing station will be cleaned with a disinfectant cleaner.
- Soap and towel dispensers on the wall will be cleaned with a disinfectant cleaner.
- Clean the wall within the cage area.
- Sweep and mop the floor within the cage area.
- Clean mats within the cage area.
- Replenish hand soap, pumice soap, and paper towels as needed.

Weekly Services – One (1) day per week:

- Perform all high and low dusting.
- Dust artificial trees.
- Spot clean carpeting.
- Dust/Spot clean walls, wall hangings, and light fixtures.
- Detail vacuum between desks and edges.
- Clean all windows inside and outside (floor to ceiling).
- Clean all windowsills.
- Clean and wax hardwood floors.

Monthly Services:

- Discard items left in the Break Room refrigerator (excluding condiments/sodas) or as requested. (First working day of each month).
- Recommend when carpet needs cleaning (to be on separate contract).
- Recommend when tile, hardwood or concrete floors need to be stripped, waxed & buffed (to be on a separate contract).

SECTION V

FIRM'S TASK and OWNER'S TASK

FIRMS TASK

1. **CONTRACTOR** shall furnish all materials, equipment, machinery, transportation and other implements and cleaning materials necessary to execute this Contract. Janitorial Services shall be provided as outlined in **SECTION III PROGRAM SUMMARY**.
2. The **CONTRACTOR** shall provide a list of all materials that will be used within each facility with bid submittals. The owner will approve all materials prior to the start date of this contract.
3. The **CONTRACTOR** shall provide a listing of all authorized employees working at each facility. In the event that the employee list changes the **CONTRACTOR** must provide updated changes to the owner within 72 hours. Only authorized personnel shall be allowed inside each facility.
4. The Utilities Department expects the Contractor to secure all windows and doors, and check all security alarms and/or entry gates to ensure proper engagement prior to leaving the premises. Violation of this responsibility shall lead to a minimum charge to CONTRACTOR'S account of fifty dollars (\$100.00) per incident to be deducted from the CONTRACTOR'S payment for that month.

5. **CONTRACTOR** shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner.
6. **CONTRACTOR** shall state previous Janitorial Services offered to businesses within the Augusta, Georgia area, current cleaning contracts being performed by the Contractor, the length of time that this business has been performing this service, the length of time employees who will execute the service have been employed by the service, and any special qualifications those employees might have.
7. **CONTRACTOR** shall have a minimum of **five (5) years previous experience in Janitorial Services**.
8. **CONTRACTOR** shall include their responsibilities and relevant experience of the person(s) who will be actively engaged in the janitorial service. The **CONTRACTOR shall provide a list of three (3) references of clients** whom are being provided the same or similar type services. The reference list shall include current clients which services have been provided within the **past three (3) years and shall provide a contact person and telephone number**. Augusta reserves the right to contact clients for reference checks.
9. **All janitorial work shall be performed per the requested times listed in Section II - INTRODUCTION.** Monday Through Friday of each week according to the agreed upon **Janitorial Services Required Schedule**. Upon request, complete carpet cleaning as agreed upon in **Janitorial Services Required Schedule** shall be performed on Saturday and be performed in a timely fashion that will assure that the carpet will be dry before business hours on the following Monday morning.
10. **Contractor shall be aware that security cameras will be in use on premises.**

OWNER'S TASKS:

1. The **owner** shall see that access to the premises is available and will issue key cards to the Contractor so that required janitorial duties may be performed.
2. The Contractor will be held accountable for the removal of any unauthorized item(s) from the OWNER. **The Contractor should be aware that security cameras will be in use on the premises. This is to include contents in the refrigerator.**
3. The Contractor will not allow employees to use, visit any equipment located at the **OWNER** location.

SECTION VI CONTRACT PAYMENT SCHEDULE

Payment for any contract entered into as a result of this request will be made as follows:

1. For payment due for basic services the **Contractor** shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Contractor's services as rendered.
2. The **Contractor** shall provide an invoice which provides detailed billing for services provided no later than ninety (90) calendar days after the date of services have been rendered.

Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.

3. Payments shall be paid to Contractor within thirty (30) days contingent upon the following:
 - a. From date of receipt by the Owner of properly documented invoices for payment as determined by the **Janitorial Services Required Schedule (Section IV)**.
 - b. On the condition that the Contractor has accomplished the services to the satisfaction of each
 - c. On the condition that the Contractor has accomplished the services to the satisfaction of the requirements of **Section IV – Janitorial Services Required Schedule** for each location.
 - d. There will be no disputes over invoices.

SECTION VII SERVICE PERFORMANCE

Termination of Award:

Either Augusta or Contractor may terminate work under this award in the event the other party fails to perform in accordance with the specifications. **Any party seeking to terminate this award is required to give a thirty (30) day prior written notice to the other party.** The vendor shall be paid for any validated services under this award up to the time of termination. Shall be paid for any validated services under this award up to the time of termination.

Failure to Perform/ Breach of Contract:

In the event non-performance or unsatisfactory performance by the Contractor of any obligation of this contract or the Contractor is in substantial non-compliance with any of its terms to include but not limited to multiple acts of a similar nature, Augusta may terminate this contract under the TERMINATION FOR CAUSE clause. PROVIDED, that Augusta shall provide written notice to the Contractor of said non-performance or unsatisfactory performance or substantial non-compliance. PROVIDED FURTHER, the Contractor shall have five (5) days after such notice to cure said failure or non-compliance. PROVIDED FURTHER, THAT A MAJOR VIOLATION OF THE CONTRACT SPECIFICATIONS DEALING WITH BUILDING SECURITY COULD RESULT IN IMMEDIATE TERMINATION OF THIS CONTRACT WITHOUT THE FIVE (5) DAY NOTICE REQUIREMENT.

SECTION VIII SUBMITTAL FORMAT

Each respondent's submittal should include the following information, with each section clearly identified. We encourage creativity in the development of the responses, but for ease of review, we request that each submittal be organized in these sections and in this order:

1. Cover Letter

2. Procurement Documents:

All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Attachment B and Save Form). The notary

seal shall be visible on the original AND all copies.

3. Qualifications and Experience:

Brief history of the company

4. Organization & Approach:

Contractor should propose a plan to include the performance of the services requested to be performed in the specifications. Vendor to include Statement and examples of relevant experience in Janitorial Services. Include resumes of key individuals that will be working on the project

5. Scope of Services:

Provide details on proposed plan to provide the required services listed under Section IV Janitorial Services Required Schedule. The Vendor is to also include details on the following items:

- A.** Vendors are to include an equipment list to include an outline of the type of equipment, which the Contractor intends to use.
- B.** The Contractor's Proposal should also include a description of the various types of supplies that will be used in executing the Agreement.
- C.** Vendor is to include a proposal staffing chart to include number of employees and positions to supply the recommended services.

6. Schedule of Work:–

Details on the Vendor's ability to address completion of all requested task at a minimum included in the **JANITORIAL SERVICES REQUIRED SCHEDULE** included in the Scope of Services. This is to include number of employees and the time required to complete the various task listed on **Section IV Janitorial Services Required Schedule.**

7. References :

Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

8. Cost/Fee Proposal (Submitted in a separately sealed envelope)

The fee proposal should include all expenses associated with providing these services. The firm's standard rate fee and expense schedule(s) shall also be included (Attach additional sheets if more space is required). Contractors are to complete **Fee Page (Exhibit A)** with individual pricing for each area listed in **Section II INTRODUCTION.**

PRICING:

The plan should include the number of personnel which will be used to execute the janitorial service, the time each day when personnel will report to perform the Janitorial Services, and the estimated time it will take to complete the janitorial service on a daily and weekly basis.

Price shall be submitted in a separately sealed envelope with the following information on the outside of it: **Fee Proposal for RFP 27-201 Janitorial Services Fort Eisenhower and Facilities and Maintenance Buildings.**

SECTION IX PROPOSAL REQUIREMENTS

An official authorized to bind the offeror must sign all statements. Responses should be submitted in the format outlined in this section. Augusta reserves the right to eliminate from further consideration any response that is deemed substantially or materially unresponsive to the requests for information contained in this section. All proposals should be complete and carefully worded and must convey all information requested by Augusta. Submittal should be organized and tabbed.

1. You are required to submit one (1) marked unbound original, one (1) copy of fee proposal in a separate seals envelope and one (1) electronic copy on thumb drive of the RFP and fee proposal. The body of the proposal should not exceed 30 pages. The page minimum does not include Procurement Documents, cover letter, financial information, appendices and tabs. All Creative ideas may be submitted on the thumb drive but is not required.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP.
3. If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal.

Each proposal will be evaluated utilizing the evaluation criteria listed in Section X

4. **INSURANCE:** Contractor will obtain prior to commencing service delivery, at least the minimum insurance coverage as specified in Exhibit B. Said insurance is to be paid for and kept in force by the Contractor throughout the effective term of this Contract. Contractor is required to provide evidence of insurance coverage endorsed as specified herein to Augusta upon execution of this Contract.
5. Fee Proposal must be sealed and labeled on the outside of the package to clearly indicate that it is in response to RFP #27-201 Janitorial Services for Fort Eisenhower and Facilities and Maintenance Buildings.
6. Proposals will be evaluated utilizing the following evaluation criteria.



SECTION X CRITERIA FOR EVALUATION

RFP – Evaluation/Scoring Guidelines

Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia's requirements as set forth in this RFP.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (15 points)

- a. D
- b. describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- c. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFP.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- e. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- f. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (15 points)

Provide details on proposed plan to provide the required services listed under Section IV Janitorial Services Required Schedule. The Vendor is to also include details on the following items:

- a) Vendors are to include an equipment list to include an outline of the type of equipment, which the Contractor intends to use.
- b) The Contractor's Proposal should also include a description of the various types of supplies that will be used in executing the Agreement.
- c) Vendor is to include a proposal staffing chart to include number of employees and positions to supply the recommended services.

5. Schedule of Work (10 points)

The schedule addresses completion of all requested task at a minimum the JANITORIAL SERVICES REQUIRED SCHEDULE included in the Scope of Services.

6. References (5 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

7. Proximity to Area (Non-Weighted)

- | | |
|--|-----------|
| a. Within Richmond County | 50 points |
| b. Within CSRA | 30 points |
| c. Within Georgia | 20 points |
| d. Within SE United States (includes AL, TN, NC, SC, FL) | 10 points |
| e. All Others | 5 points |

8. Presentation by Team (10 points) (Optional)

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

9. Q&A Response to Panel Questions (5 points) (Optional)

Proposer provides responses to various interview panel questions.

10. Cost/Fee Proposal (Non-Weighted) Enclosed in a separate sealed envelope. Will NOT be disclosed in any part of the RFP

- | | |
|---------------|-----------|
| a. Lowest Fee | 50 points |
| b. Second | 30 points |
| c. Third | 20 points |
| d. Fourth | 10 points |
| a. Fifth | 5 points |

-Table Follows-

Weighted scores for each Proposal will be assigned utilizing the table below:

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response - Package submitted by the deadline - Package is complete (includes requested information as required per this solicitation) - Exhibit A is complete, signed and notarized	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services Provide details on proposed plan to provide the required services listed under Section IV Janitorial Services Required Schedule. The Vendor is to also include details on the following items: a) Vendors are to include an equipment list to include an outline of the type of equipment, which the Contractor intends to use. b) The Contractor's Proposal should also include a description of the various types of supplies that will be used in executing the Agreement. Vendor is to include a proposal staffing chart to include number of employees and positions to supply the recommended services.		15	
5	Schedule of Work		10	
6	References (include specific individuals with addresses and telephone numbers).		5	
7	Proximity to Area. Total values (non-weighted) a. Within Richmond County 50 points b. Within CSRA 30 points c. Within Georgia 20 points d. Within SE United States (includes AL, TN, NC, SC, FL) 10 points e. All Others 5 points		Non-Weighted	
Phase 2 (Optional – Numbers 9 and 10) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II		Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		5	
10	Cost/Fee Proposal Consideration (non-weighted) a. Lowest Fee 50 points b. Second 30 points c. Third 20 points d. Fourth 10 points e. Fifth 5 points		Non-Weighted	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero-to-five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Section XI

Selection Process:

An evaluation committee will review and score all proposals based on the qualifications and information provided in Section II STATEMENT OF WORK, CRITERIA FOR EVALUATIONS, ADDENDUMS and any information provided by the vendor in the requested ATTACHMENTS and EXHIBITS.

Using the proposal information presented by the firms in their proposals, the selection committee will first rank the firms based upon qualifications. Fee proposals will then be opened and evaluated as part of the complete evaluation process. Some firms may then be requested to make presentations to the Selection Committee and field any questions they might have.

The Procurement Department will examine your proposal to ascertain that all required documents are included, properly executed and in the correct quantity. Failure to meet these criteria WILL result in your proposal being declared non-compliant and thus ineligible for further consideration.

A Selection Committee will review all proposals submitted in response to this RFP. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified.

Using the proposals and the selection criteria, the Committee will rank the firms based upon the quality and content included in their proposals as well as a demonstrated understanding of the project and Augusta's requirements. Depending upon the number of responses received, Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their proposal and provide additional information.

EVALUATION PROCESS

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria.

Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

An Interview list may be created to allow firms the opportunity to respond to questions from the evaluation committee relevant to the submitted proposals during the interview. Oral presentations to the evaluation committee shall not exceed one hour in duration.

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal. Offerors will present their proposals and demonstrate their offered products to the Evaluation Committee. This process will result in the selection of the successful vendor who, through contractual agreements, will undertake the scope of work.

PRICE PROPOSALS

The firms shall provide a proposal that includes all requested fields of the FEE PROPOSAL that are required to provide the services requested. No additional expenses will be paid by Augusta, Georgia in association with the execution of this project outside of the agreed upon fee proposal.

Price is not the driving factor in this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall consider the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia, negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should the Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

Final negotiations and letting the contract. The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.

Final Selections

The evaluation committee will recommend an award to the Augusta Georgia Commission for the highest scoring proposal(s). The Augusta Georgia Commission will make the final decision as to award of contract.

AUGUSTA RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS TO WAIVE INFORMALITIES AND TO RE-ADVERTISE.

FEE PROPOSAL

Name of Firm _____

Address _____

City & State _____ Zip _____

Phone _____ /fax: _____

Email: _____

The fee proposal should include all expenses associated with providing these services. The firm's standard rate fee and expense schedule(s) shall also be included (Attach additional sheets if more space is required).

PRICING:

The plan should include the number of personnel which will be used to execute the janitorial service, the time each day when personnel will report to perform the Janitorial Services, and the estimated time it will take to complete the janitorial service on a daily and weekly basis.

The RFP award is for ONE (1) year with an option to extend for 4 additional one (1) year terms. Prices are to remain the same on the extension options.

RFP Fee Proposal per Location

1) CONSTRUCTION AND MAINTENANCE OFFICES

Number of personnel to complete daily task: ____ Est. Time to complete Daily Task: ____

Number of personnel to complete weekly task: ____ Est. Time to complete Weekly Task: ____

Lump Sum /MONTHLY Dollars \$ _____ per Month

Lump Sum /Annual (monthly lump sum x 12) Dollars \$ _____ per Year

2) CONSTRUCTION AND MAINTENANCE – LOCATE BUILDING AND WAREHOUSE OFFICES (to include 3 restrooms)

Number of personnel to complete daily task: ____ Est. Time to complete Daily Task: ____

Number of personnel to complete weekly task: ____ Est. Time to complete Weekly Task: ____

Lump Sum /MONTHLY Dollars \$ _____ per Month

Lump Sum /Annual (monthly lump sum x 12) Dollars \$ _____ per Year

SUBMIT FEE PROPOSAL IN A SEPARATE SEALED ENVELOPE LABELED:
FEE PROPOSAL: RFP 27-201 Janitorial Services for Fort Eisenhower and
Facilities and Maintenance Building

3) FACILITIES AND MAINTENANCE (COMMONS AREA ONLY)

Number of personnel to complete daily task: ____ Est. Time to complete Daily Task: ____

Number of personnel to complete weekly task: ____ Est. Time to complete Weekly Task: ____

Lump Sum /MONTHLY Dollars \$_____per Month

Lump Sum /Annual (monthly lump sum x 12) Dollars \$_____per Year

4) FT EISENHOWER OFFICES

Number of personnel to complete daily task: ____ Est. Time to complete Daily Task: ____

Number of personnel to complete weekly task: ____ Est. Time to complete Weekly Task: ____

Lump Sum /MONTHLY Dollars \$_____per Month

Lump Sum /Annual (monthly lump sum x 12) Dollars \$_____per Year

5) FT. EISENHOWER WATER PLANT

Number of personnel to complete daily task: ____ Est. Time to complete Daily Task: ____

Number of personnel to complete weekly task: ____ Est. Time to complete Weekly Task: ____

Lump Sum /MONTHLY Dollars \$_____per Month

Lump Sum /Annual (monthly lump sum x 12) Dollars \$_____per Year

SUBMIT FEE PROPOSAL IN A SEPARATE SEALED ENVELOPE LABELED:
FEE PROPOSAL: RFP 27-201 Janitorial Services for Fort Eisenhower and
Facilities and Maintenance Buildings

Exhibit B

Insurance Requirements:

1. Contractor shall at all times during the term of this Contract, obtain and maintain continuously, at its own expense, and file with the County evidence of a policy or policies of insurance as enumerated below.
2. A policy of Commercial General Liability Insurance, written on an insurance industry standard occurrence form for not less than \$1,000,000.
3. A policy of Professional Liability, Errors and Omissions with limits of not less than \$1,000,000.
4. A policy of Workers Compensation Insurance. As respects Workers Compensation insurance in the State of Georgia, the Contractor shall secure its liability for industrial injury to the employees in accordance with the provisions of § 34-9-1 et seq, Official Code of Georgia Annotated.

Such policy must provide the following minimum limit:

- a. Worker's Compensation – Statutory coverage
 - b. Employer's Liability - \$1,000,000
5. Any deductible or self-insured retention must be disclosed and is subject to approval by the County. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
6. If any such policy is written on a "Claims Made" form, the retroactive date shall be prior to or coincident with the Effective Date of this Contract. The policy shall state the coverage is "Claims made" and state the retroactive date. Claims made from coverage shall be maintained by Contractor for a minimum of two years following the expiration or earlier termination of this Contract and Contractor shall annually provide the County with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the County to assure financial responsibility for liability for services performed.

a. Additional Insured and Primary Insurance Provisions:

Such insurance, as provided in (1), (2), & (4) above, shall be endorsed to include the County, its officers, elected officials, employees, agents, and volunteers as additional insured, and shall not be reduced or canceled without forty-five (45) days prior written notice to the County. In addition, Contractor's insurance shall be primary as respects the County, and any other insurance maintained by the County shall be excess and not contributing insurance with the Contractor's insurance.

b. Evidence of Insurance: The following documents must be provided as evidence of insurance coverage:

- i. A copy of the policies declarations pages, showing the Insuring Company, policy effective dates, limits of liability and the Schedule of Forms and Endorsements.
 - ii. A copy of the endorsement naming the County as an Additional Insured showing the policy number and signed by an authorized representative of the insurance company for Commercial General Liability and Worker's Compensation.
 - iii. A copy of an endorsement stating that the coverage's provided by this policy to the County or any other named insured shall not be terminated reduced or otherwise materially changed without providing at least forty-five (45) days prior written notice to the County.
- c. Policy Rating: All policies shall be subject to approval by the County Finance Director as to company (must be rated A-VII or higher in the A.M. Best's Key Rating Guide and licensed to

do business in the State of Georgia or issued as a surplus line by a Georgia Surplus lines broker), form and coverage, and primary to all other insurance.

- d. Self Insurance: Should Contractor be self insured, under item (1), (2) (3) and (4) above, a letter from a Corporate Officer stipulating if actuarially funds and fund limits; plus, any excess declaration pages to meet the contract requirements. Further, this letter should advise how Contractor would protect and defend the County as Additional Insured in their Self-Insured layer and include claims handling directions in the event of a claim.
 - e. Subcontractors: Contractor shall include all subcontractors as insured under its policies or shall furnish separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.
7. Failure of the Contractor to furnish and maintain said Insurance requirements shall be considered a material default of this Contract.

Indemnity

The contractor(s) shall defend, indemnify and save harmless the County and the County's officers, employees and agents from any and every claim and risk, and from all losses, damages demands, suits, judgments and attorney fees, and other expenses of any kind (collectively "losses") and account of injury to or death of any and all persons (including but not limited to the Contractor, its agents, employees, subcontractors and their successors and assigns as well as the County or the County's agents and all third parties), and/or on account of all property damage of any kind, whether tangible or intangible, including loss of use resulting there from, in connection with or related to the work performed under this Contract, or in connection with or related to (in whole or employees or agents, upon or in proximity to the property of the County or any other property (upon which the Contractor is performing any work called for), except only those losses resulting solely from the negligence of the County.

Local Small Business Program

Preference

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

Waived

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFP #Item #27-201	Janitorial Services for Fort Eisenhower and Facilities and Maintenance	Due: Thursday, September 3, 2026 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- ☐ Unavailability of required resources
 - ☐ Prior commitments
 - ☐ Inadequate anticipated funding Level
 - ☐ Project Duration
 - ☐ Potential conflict of interest
 - ☐ Duplication of ongoing effort
 - ☐ Other (please explain)
-
-

Authorized Representative:

Name:

Title:

Signature:

Date: ____/ ____/ 20____